



CITY OF HOUSTON

Job Posting

1	Applications accepted from:	ALL PERSONS INTERESTED
2	Job Classification	DIVISION MANAGER
3	Posting Number	PN# 110755
4	Department	Building Services Department
5	Division	Design and Construction
6	Section	N/A
7	Reporting Location	900 Bagby *
8	Workdays & Hours	M – F 8:00 a.m. – 5:00 p.m. * * Subject to change

9 **DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**
Manages and directs a variety of capital project management activities. Uses leadership skills to motivate, train, direct and guide technical professionals. Uses effective communication skills to serve complex, extensive needs of other departments while following Building Services Department policies and procedures. Supervises and monitors quality control efforts of personnel and external consultants. Attends and conducts meetings and conferences. Provides technical expertise in researching, developing, redesigning, monitoring and implementing various plans, designs and projects. Performs general financial and administrative activities to provide support. Manages requests for services and establishes performance standards. Assists in capital project database management. Negotiates and monitors contracts with A/E firms and General Contractors. Recruits, selects and hires technical personnel. Interfaces with departments to achieve goals. Manages major departmental functions. Establishes goals and evaluates program, develops and evaluates performance.

10 **WORKING CONDITIONS**
The position is physically comfortable, the individual has discretion about walking, standing, etc.

11 **MINIMUM EDUCATIONAL REQUIREMENTS**
Requires a bachelor’s degree in Business Administration, Accounting, Engineering, Architecture or a field closely related to the activities of the division.

12 **MINIMUM EXPERIENCE REQUIREMENTS**
Seven years of experience in engineering, landscape architecture or construction work are required, with at least three of those years in a supervisory capacity. A master’s in a closely related field may be substituted for two years of experience. Directly related professional experience may be substituted for the education requirement on a year-for-year basis.

13 **MINIMUM LICENSE REQUIREMENTS**
Valid Texas Class C driver’s license and compliance with the City of Houston Motor Vehicle Assignment and Use Policy (AP 2-2).

14 **PREFERENCES**
Preference will be given to candidates that have experience in the design and construction of buildings and parks, especially contract administration and management. Registration as an Architect, Professional Engineer, or Landscape Architect in the State of Texas is also preferred.

15 **SELECTION/SKILLS TESTS REQUIRED** None

16 **SAFETY IMPACT POSITION** ☒ Yes ☐ No
If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17 **SALARY INFORMATION**
Factors used in determining the salary offered include the candidate’s qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range - Pay Grade 29
\$1,885 - \$3,629 Biweekly \$49,010 – \$94,354 Annually

18 **OPENING DATE** June 7, 2006

19 **CLOSING DATE** June 13, 2006

20 **APPLICATION PROCEDURES**
Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 247-1957. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.

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